

City of Philadelphia Board of Pensions and Retirement
Investment Division
Investment Officer – Hedge Funds/Public Equities

The City of Philadelphia Board of Pensions and Retirement, with assets in excess of \$3.8 billion, is seeking an *Investment Officer – Hedge Funds/Public Equities*. This position will have responsibilities within some or all of the following asset classes/strategies: Hedge Funds, Public Equities, and Portable Alpha. The Investment Officer will report directly to the Chief Investment Officer and work closely with a nine-member Board of Trustees.

The Investment Officer will be responsible for portfolio structuring within the assigned asset class(es). This includes, but is not limited to:

- Recommending appropriate strategies within the asset class(es)
- Recommending the appropriate number of managers for each strategy
- Recommending appropriate weights for each manager
- Monitoring market, industry and asset class trends

The Investment Officer will be responsible for evaluating and recommending managers within the assigned asset class(es). This includes, but is not limited to:

- Determining the need to augment existing exposures to specific strategies and making recommendations to the Chief Investment Officer
- Sourcing top-tiered managers
- Conducting meetings and performing due diligence on identified managers
- Recommending selections to the Chief Investment Officer
- Negotiating contracts, partnership agreements and side letter provisions with the selected managers

The Investment Officer will be responsible for monitoring the investment managers within the assigned asset class(es). This includes, but is not limited to:

- Reviewing manager and aggregate portfolio performance
- Preparing quarterly portfolio reports
- Ensuring manager compliance with the partnership agreement
- Meeting with investment managers not less than annually and drafting meeting reports

In carrying out these responsibilities, the Investment Officer will have the support of the Board's general and specialized investment consultants and legal counsel, as well as other Investment Division staff.

Qualified candidates will have a minimum of five years of investment experience in a financial institution, large corporation, governmental agency, consulting firm, or similar organization, which has included at least two years of experience in the evaluation,

selection, or recommendation of hedge fund investments. Completion of a Bachelor's Degree program from an accredited college or university with major coursework in business administration, finance, economics, or a closely related field is required. Completion of a Master's Degree program from an accredited college or university with major coursework in business administration and/or designation as a Chartered Financial Analyst is a plus.

City of Philadelphia employees are required to live within the city. Non-Philadelphia residents may apply for the position; however, the applicant selected will have six (6) months to move into the City from the date of hire.

Salary will be commensurate with experience.

Those interested should forward resume, with cover letter and salary expectations to:

phillyinvestmentofficer@comcast.net

Or

City of Philadelphia Board of Pensions and Retirement
Attn: CIO
Two Penn Center Plaza
16th Floor
Philadelphia, PA 19102